

**Housing Finance Authority of Leon County**  
**April 13, 2017**  
**Meeting Minutes**

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**MEMBERS PRESENT:** Mr. Mike Rogers, Chairman  
Mr. Thomas Lewis, Vice-Chairman  
Ms. Marnie George  
Mr. Allen Stucks  
Mr. Andrew Gay (present by telephone, not part of quorum or voting)

**MEMBERS ABSENT:** Ms. Gail Milon – Excused  
Dr. Jeffrey Sharkey, Secretary – Excused

**FINANCIAL ADVISOR:** Mr. Mark Hendrickson  
Ms. Susan Leigh

**LEGAL COUNSEL:** Mr. Roosevelt Randolph  
Mr. Linje Rivers

**COUNTY STAFF:** Mr. Dan Rigo, County Attorney’s Office  
Ms. Mitzi McGhin, Leon County Real Estate  
Mr. Shington Lamy, Director, Office of Human Services & Community Partnerships  
Mr. Lamarr Kemp, Director, Housing Services, HSCP

**GUESTS PRESENT:** None

**Call to Order by Chairman Rogers**

With a quorum present, Chairman Rogers called the HFA meeting to order at 12:00 P.M.

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**Agenda Item #1**

**Membership Roll Call.** Staff called the Membership Roll and attending members were Chairman Rogers, Vice-Chairman Lewis, Secretary Ms. George and Mr. Stucks. Mr. Gay was present by telephone, but was not part of the quorum and did not vote.

**The Board directed Counsel and FA to bring back a proposed policy on participation by Board members by telephone.** Mr. Randolph stated that participation was permitted under certain circumstances, but that a physical quorum at the meeting site was required.

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**Agenda Item #2:**

**Approval of the April 13, 2017, Agenda**

**Action Taken:**

Chairman Rogers called for a motion for approval of the March 9, 2017 Meeting Agenda. Mr. Stucks motioned to approve and it was 2<sup>nd</sup> by Ms. George. Motion passed unanimously.

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**Agenda Item #3: Approval of the March 9, 2017 Minutes**

**Action Taken:** Chairman Rogers called for a motion for approval of the March 9, 2017 Meeting Minutes. Mr. Stucks motioned to approve and it was 2<sup>nd</sup> by Ms. George. Motion passed unanimously. For the record, Mr. Stucks noted that he reviewed the minutes in detail before each meeting.

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**Agenda Item #4: Public Comment**

**Action Taken:** No public comment.

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**Agenda Item #5A & 5B Financial Report**

Mr. Gay and Mr. Hendrickson presented a report on HFA finances and on the work of the Finance Committee on HFA transition activities. The report included recommendations on the transition, as presented as part of the printed Board Packet. After presenting his report, Mr. Gay left the meeting (telephonically)

**Action Taken:** Mr. Stucks motioned to accept the March 31, 2017 Financial Statement, and was 2<sup>nd</sup> by Mr. Lewis. Motion passed unanimously.

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**Agenda Item #6A: Emergency Repair Program**

Mr. Hendrickson reported that there was not update from the County on the program. Discussion followed on the need for a contract with the County if the program were to continue after October 1, and communication from the County related to an upcoming request from the County for funding from the HFA to administer the program.

**Action Taken:** Mr. Stucks asked that this item be tabled, and that opening up HFA funding to other entities that could provide a similar service be explored.

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**Agenda Item #6B: Real Estate Activity**

Ms. McGhin reported on the progress of selling the properties, stating that the easier to sell properties had been successfully marketed, and that the effort was now focusing on next group of properties. Discussion followed on the use of Talcot as the realtor and how to get them to list the properties on the MLS system.

**Action Taken:** **The Board requested that an analysis the HFA placing an advertisement for the properties in the newspaper be brought to the May HFA meeting for potential action.**

**The Board requested that Mr. Rigo research if the HFA could issue an RFP for a residential realtor to market the properties.**

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**Agenda Item #6C: Future Role of the HFA**

Mr. Hendrickson a summary of the recommendations of the Finance Committee, including a draft amended FA Contract. Mr. Stucks stated that the HFA's counsel had reviewed the contract, and had

concluded that the Board could amend the contract to include additional duties and a different level of compensation. Mr. Stucks also stated that the proposed fee adjustment in the FA contract was reasonable, and that the contract should also reflect the role of the FA as “HFA Administrator”.

**Action Taken:** Mr. Stucks motioned to approve the proposed changes to the FA contract, and it was seconded by Ms. George. Mr. Lewis asked if Mr. Stucks would amend the motion to include Board acceptance of the Finance Committee’s Report. Mr. Stucks and Ms. George accepted the suggestion and offered the amended motion. Motion passed unanimously.

**The Board directed that an amended FA/Administrator contract be placed on the May HFA agenda for final approval, and that the amended contract would include the change to include “Administrator”, the fee structure, and the list of all additional duties.**

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**Agenda Item #6D: Legal Update**

Mr. Randolph presented the Legal Update.

**Action Taken:** No Action Required.

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**Agenda Item #6E: Escambia County HFA Single Family Program**

Mr. Hendrickson reported that the Escambia County HFA was moving forward with a plan to add Mortgage Credit Certificates to the single family program that they operate in multiple counties, including Leon. A discussion of the benefit of MCC’s followed.

**Action Taken:** Mr. Stucks motioned that the Board grant conceptual approval to the addition of Mortgage Credit Certificates to the Single Family Program operated in Leon County by the Escambia County HFA, and it was seconded by Ms. George. Motion passed unanimously.

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**Agenda Item #6F: “To-Do” List**

Mr. Hendrickson presented the “to-do” list..

**Action Taken:** No Action Required.

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**Agenda Item #7: New Business**

Mr. Hendrickson presented a legislative update.

**Action Taken:** No Action Required.

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**Agenda Item # 8: Adjournment**

This meeting was adjourned at 12:55 P.M.

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Mike Rogers, Chairman

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Jeffrey Sharkey, Secretary      Date:

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